

# **State Board of Embalmers and Funeral Directors**

**May 29, 2014**

**Missouri Association of School Administrators  
3550 Amazonas Dr.  
Jefferson City, MO 65109**

## **OPEN MINUTES**

The meeting of the State Board of Embalmers and Funeral Directors was called to order by James Reinhard, chairman, at 8:00a.m.

### **Roll Call**

#### **Board Members**

James Reinhard, Chairman  
Archie Camden, Public Member, Vice Chairman  
Collin Follis, Secretary – participated intermittently – minutes reflect when present  
Gary Fraker, Member  
Jerald Dickey, Member  
Eric Pitman, Member – – participated intermittently – minutes reflect when present

#### **Staff Present**

Sandy Sebastian, Executive Director  
Tabatha Lenzini, Administrative Assistant  
Lori Hayes, Inspector  
Lisa Wildhaber, Examiner Supervisor  
Michelle Hankinson, Examiner  
Randall Jennings, Examiner  
Sharon Euler, Division Legal Counsel

#### **Approval of Open Agenda**

A motion was made by Gary Fraker and seconded by Archie Camden to approve the open agenda. Motion carried with Jerald Dickey, Eric Pitman and Collin Follis voting in favor with no votes in opposition.

#### **Executive Director Report**

Sandy gave an updated on the MoEVR system and discussed her initial understanding of when the board notifies Vital Records of a licensee not being licensed or authorized to practice that they would be locked out of the online system and Vital Records would notify the local registrars as well. Sandy further stated that the board office has since been notified that while the individual may be unable to use the online system they would still be able to file paper death certificates. A motion was made by Eric Pitman and seconded by Jerald Dickey to invite staff from Vital Records to a meeting to discuss the board's concerns regarding unlicensed individuals and entities being allowed to file death certificates. Motion carried with Archie Camden, Gary Fraker and Collin Follis voting in favor with no votes in opposition.

#### **Legal Counsel Report**

No report

#### **Discussion/Dialogue**

There was some discussion about a future meeting date being between July 15 through 29<sup>th</sup>.

#### **Move to Closed**

A motion was made by Archie Camden and seconded by Gary Fraker to move to closed for numbers 1, 2, 4, 7, 8 and 9 of the attached motions to close. Motion carried with Eric Pitman, Collin Follis and Jerald Dickey voting in favor with no votes in opposition.

### **Adjournment**

A motion was made by Archie Camden and seconded by Gary Fraker to adjourn at 3:19p.m. Motion carried with Eric Pitman, Collin Follis and Jerald Dickey voting in favor with no votes in opposition.

Approved by the board on: 3.29.30.2016

Executive Director: Sandy Sebastian

## MOTIONS TO GO INTO CLOSED SESSION

### 1. DISCIPLINE

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo and 324.001.9 RSMo for deliberation on discipline

### 2. LEGAL ACTIONS/LITIGATIONS/PRIVILEGED COMMUNICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (1) RSMo for discussing general legal actions, causes of action or litigation and any confidential or privileged communications between this agency and its attorney

### 3. PROMOTING/HIRING/DISCIPLINING/FIRING EMPLOYEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (3) RSMo discussing hiring, firing, disciplining or promoting an employee of this agency

### 4. DIAGNOSIS/TREATMENT OF DISCIPLINED LICENSEES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (5) and Section 324.001.8 RSMo. for proceedings required pursuant to a disciplinary order concerning medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment of specific licensees

### 5. EXAMINATION MATERIALS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (7) RSMo for reviewing testing and examination materials

### 6. EMPLOYEE PERFORMANCE RATINGS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (13) RSMo for making performance ratings pertaining to individual employees

### 7. APPLICATIONS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and Section 324.001.8 RSMo for discussing educational transcripts and/or test scores and/or complaints and/or audits and/or investigative reports and/or other information pertaining to the licensee or applicant for licensure

### 8. CLOSED MINUTES

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, Subsection (14) and 324.017 RSMo for the purpose of reviewing and approving the closed minutes of previous meetings

### 9. COMPLAINTS/ INVESTIGATIVE REPORTS/AUDITS

I move that this meeting be closed and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021 subsection (14) and section 620.010.14 subsection (7) RSMo for the purpose of discussing investigative reports and/or complaints and/or audits and/or other information pertaining to a licensee or applicant

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